

eDEP and the Bureau of Waste Site Cleanup: A Progress Report

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What is eDEP?

**Department of Environmental Protection's
(DEP) Interface for On-line Submission of
Environmental Permits, Certifications
& Compliance Reports**



Why eDEP?

- Initiated as a State-wide eGovernment Project
- Requested by Regulated Community
- Addresses DEP's Reduced Resources
- Benefits the Work Efficiencies of both the Regulated Community and DEP



eDEP Project Goals

- Provide for one-stop shopping
- Simplify finding information about DEP submittals (Wizard)
- Submit on-line
- Pay on-line
- Integrate with existing process
- Improve workflow



+’s for Regulated Community

- Easier, e.g., many pre-filled fields
- More Convenient, e.g., save work in progress
- Quicker Confirmation, e.g., instant validation of on-line submittals
- Greater Consistency, e.g., database updates and validation



+ 's for DEP

- Reduces data entry
- Reduces administrative review
- Increases data accuracy
- Reduces volume of paper
- Improves work flow



Project Background

- Spring 2001 – Project Outlined
- Fall 2001 – Funding Approved
- Spring 2002 – Vendor Selected (SEI)
- Summer 2002 – Pilot with Environmental Results Program
- Fall 2002 – Project Design and Development
- Dec 2002 – eDEP Launched On-line



Implementation Plan

- Phased approach with mini-releases of new submittals every 3-5 months
- Criteria for first submittals: included volume of submittals, program readiness and filing frequency
- Additional submittals: identified as having the greatest impact to the Regulated Community and DEP



Public Access to Data

- This is a data capture project
- No data available to view on the internet – submitter can view-only their submittals
- “Freedom of Information” handled same way as today
- Potential for future Public Access, though not part of this project



Next Rollout – Apr 2003

- BWSC104 – RAO Statement
- BWSC105 – IRA Transmittal Form
- BWSC106 – RAM Transmittal Form
- BWSC115 – DPS Transmittal Form
- BWSC119 – URAM Transmittal Form
- BWSC108 – CRA Transmittal Form



Project Challenges

- Signatures
 - Multiple Signatures (PRP & LSP)
 - Professional Stamps/Seals (LSP)
- Coordination with State-wide Shared Services
 - Limited group allowed to register on first rollout – more groups will be added with time
 - Complexity of Initial Registration



Demos

- One time On-line Registration with eBusiness Central (eBC)
- On-line eDEP Submittal – BWSC105 IRA Transmittal Form



Register a Business with eBusiness Central

1

Online Registration

Business

(A)

Registrant

- ◆ Go to eBusiness Central at www.mass.gov/ebusinesscentral.
- ◆ Complete online registration (TIN, SEC Customer ID, DET Number, etc.).
- ◆ Receive temporary credentials to check status.

Common-Wealth

(B)

eBusiness Central

- ◇ Process online registration.
- ◇ Validate business existence with DOR, DET, SEC.

2

Business Approval

(B)

Authorized Executive

- ◇ Review all sections of the approval package.
- ◇ Sign, notarize and return approval forms.

(A)

eBusiness Central

- ◆ Generate approval package using data from online registration and mail to business.

3

Account Activation

(B)

eBusiness Administrator(s)

- ◇ Receive username email and password letter confirming eBusiness Administrator Account has been approved.

(A)

eBusiness Central

- ◆ Process business approval.
- ◆ Establish accounts for approved eBusiness Administrator(s).
- ◆ Send usernames via email and passwords via US mail to approved eBusiness Administrators.

(A)

Initiates step

(B)

Completes step



I want to...

- [Do business as a corporation or other entity](#)
- [Finance my business](#)
- [Know about tax and employer obligations](#)
- [Sell goods and services to the Commonwealth](#)
- [More...](#)



Massachusetts eBusiness Central

Welcome to Massachusetts eBusiness Central, the gateway to a growing number of online resources being offered to facilitate business interactions with the state.

Getting Started

Registration with the eBusiness Central is the first step towards accessing secure eBusiness resources such as the Department of Environmental Protection's ePermits Application. To register a business, simply click the "Register a Business" link below to initiate the online registration process. During this process, you will provide basic identifying information about the business and designate one or more individuals (eBusiness Administrators) to be responsible for authorizing and granting access to eBusiness Applications for representatives of your business.

Register a Business. Click here to [Register a Business](#) with eBusiness Central.

Secure Business Access

Please log in here to access secure eBusiness applications offered by the Commonwealth. If you have questions or problems logging in, please contact Mass.Gov Customer Support at 1-866-888-2808.

Username	<input type="text"/>
Password	<input type="password"/>

[Click here to Change your Password](#)

Login

Attention: By logging in you are acknowledging that you have read and agree with the [Terms of Use](#) governing your Commonwealth eBusiness Account. Click on the link to view these terms now. (Last Updated November 19, 2002)



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Massachusetts eBusiness Central

Register a Business - Overview

How to Register

To register a business with eBusiness Central complete the following steps:

Step 1: Submit Online Registration Request. Click continue below to complete the online registration form. This form collects information about the business, the registrant (person registering the business) and eBusiness Administrators (individual/s who will be responsible for administering online access for the business). Upon receipt of the online registration request the Commonwealth will validate the information provided with the Department of Revenue, The Division of Employment and Training and/or the Secretary of the Commonwealth.

Step 2: Obtain Business Approval. Return the registration approval package that will be sent to the business by the Commonwealth once the registration request is processed. This package will require notarized signature approval from an authorized executive of the business in order to activate the business registration and eBusiness Administrator Account/s.

Step 3: Activate eBusiness Administrator Account. Advise eBusiness Administrator/s to go to eBusiness Central and log in using the username and password sent by the Commonwealth upon receipt of the business approval for the account/s. The eBusiness Administrator will be asked to sign a Terms of Use in order to activate the account.

Timeline

- The approval package will be sent to the business within 3-5 business days of receipt of the registration request.
- Credentials will be sent to eBusiness Administrators within 3-5 business days of receipt of business approval.
- Registration status can be checked online by using the temporary username and password provided upon submission of the registration request. To check status simply to Massachusetts eBusiness Central, log in using the temporary username and password and click "check status" from the list of options presented.

To begin online registration, click continue below. Otherwise click cancel to return to Massachusetts eBusiness Central.



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Massachusetts eBusiness Central

Register a Business - Pre-Conditions

Please verify that the business you wish to register meets all of the applicable pre-conditions defined in the table below. Note that more than one pre-condition may apply to the business. If none of the pre-conditions apply, the business is not eligible for registration at this time.

If this is true of the Business:	Then this pre-condition applies:	And this number is required to register:	Department Links:
Business has business tax obligations to the Massachusetts Department of Revenue (DOR)	Business has registered its existence with the Department of Revenue (DOR) by completing the Application for Original Tax Registration (Form TA-1), and has an active TIN on file with the DOR.	Tax Identification Number (TIN)	Department of Revenue
Business is now, or has been in the past, subject to Unemployment Insurance (UI) contributions under the Employment and Training Law	Business has registered its existence with the Division of Employment and Training (DET) by completing the Employer Status Report (Form 1110A), and has an employer number on file with DET.	DET Employer Number	Division of Employment and Training
Business has one of the following organization types and is legally required to register with the Secretary of the Commonwealth : <ul style="list-style-type: none">• Corporation• Limited Liability Company• Limited Liability Partnership• Limited Partnership• Voluntary Association• Business Trust	Business has registered its existence with the Secretary of the Commonwealth (SEC) by filing the legal documents required for its organization type, (e.g. Articles of Organization, Certificate of Trust, etc.), and has an active Customer ID on file with the SEC.	SEC Customer ID	Secretary of the Commonwealth - Corporations Division

To proceed with registration for a business that meets applicable pre-conditions, click Continue. Otherwise click Cancel.

[Continue](#)[Cancel](#)

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Massachusetts eBusiness Central

Register a Business - Information Checklist

For registration you will be asked to provide all information below that is required for your business. Items marked * are required for all businesses. Items marked ** are required for select businesses as defined in the [Pre-Conditions Table](#). Remaining items are optional for all businesses.

Business Information. Information about the business being registered including: Tax Identification Number (TIN)*, Business Name*, Organization Type*, SEC Customer ID**, Employer (Yes/No)*, DET Employer Number**.

Registrant Contact Information. Information about you including: Name*, Title, Address*, Email*, Phone*, Fax. We will use this information to provide information and instructions for completing the registration.

eBusiness Application Enrollment Choices. A request to enroll the business in at least one eBusiness Application offered through eBusiness Central. To request enrollment you will check the box next to the application name in the eBusiness Central Registration form.

eBusiness Administrator Account Information. Information about each individual for whom the business will request an eBusiness Administrator Account, including: Name*, Title, Address*, Email*, Phone*, Fax, Username choices*. The Commonwealth will attempt to use one of the username choices submitted as the username for the account, however letters or numbers may be appended to ensure uniqueness.

Important Note: An eBusiness Administrator Account allows an authorized representative of the business to use online tools to add, change, delete and authorize online accounts for eBusiness Users within that business. For more information about eBusiness Administrator Accounts [click here](#).

Start the Registration. If the business you are registering meets the pre-conditions specified and you have confirmed that you have handy all the required information, enter the TIN of the business you wish to register then click Continue. Otherwise click Cancel.

Tax Identification Number (TIN)

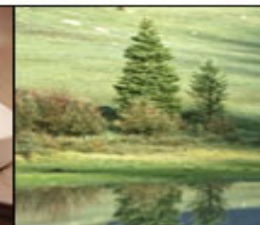
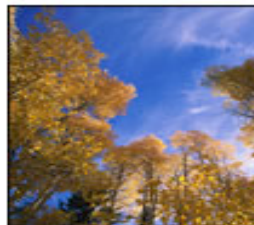
Continue

Cancel



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Version 2.2.0.3

Welcome to eDEP!

With the introduction of eDEP, you now have the option of completing your form submittals to DEP either on paper through traditional methods or online electronically using an internet browser. Online submissions may also require electronic payments as well.

Note! Minimum Requirements for eDEP online forms submissions are a PC with internet access, you must have [Adobe Acrobat Reader Version 5.0](#) or higher (the file is about 8 MB), AND you must have [Microsoft Internet Explorer 5.0](#) or higher (the file is about 17 MB). Netscape is currently not supported on the eDEP website.

In addition, eDEP forms submission requires that your business have a valid Username and Password from the eBusiness Central web page. If you don't have a valid Username and Password, press the Login button below and select 'Register a Business' from the eBusiness Central web page. It may take up to 10 days for a Username and Password to be issued.


If you already have a Username and Password, press the Login button below and enter your Username and Password and select the link to eDEP.


If you are unfamiliar with eDEP or uncertain about what your reporting obligations may be, press the Wizard button and we will try to help you find what is available. You do not have to be a registered user to use the Wizard.



eDEP Demo Screen

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Password

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Log Off


Click here to begin a new permit or certification
OR click the View link for an existing submittal

Transaction ID	Document	Status	View
2326	3 - 234 BWSC RAO Transmittal Form - 104	WORK IN PROGRESS 02/19/2003	View
2324	3 - 111 BWSC IRA Transmittal Form - 105	WORK IN PROGRESS 02/19/2003	View
2321	3 - 234 BWSC IRA Transmittal Form - 105	SUBMITTED 02/19/2003	View
2309	3 - 111 BWSC RAO Transmittal Form - 104	SUBMITTED 02/14/2003	View
2306	3 - 222 BWSC RAO Transmittal Form - 104	SUBMITTED 02/14/2003	View


1 2 3




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Prepare Your Form

Please enter the following information about your form:

Region Number:

Tracking Number:

LSP #:

